

SAMPLE TRAFFIC MITIGATION PLAN

Company/Organization Global Solutions, Inc			
Address 555 County Drive		City Silver Spring	State MD
		Zip 20910	
Number of Full-time Employees 300		Part-time Employees 0	
Submitted by Tom A. Jones		Title President	
Signature		Date April 9, 2008	

Here's our plan to reduce gridlock in Montgomery County by offering the selected transportation benefits to our employees. In the first column, we've placed an *E* next to the strategies that we already have in place, and *N* next to the strategies that we will implement with this year's Traffic Mitigation Plan. In the last column, we've described our current or planned efforts.

E= Existing Strategy N= New Strategy * Required Strategy

	<u>Traffic Mitigation Strategy</u>	<u>Employer Description</u>
* E	Contact person designated to receive and distribute information	Ellen Davis, Human Resources Director 301-555-5555; edavis@globalsolutions.com We will notify the TMD in writing of any changes in this information
* E	Information on transit/pooling/other commute alternatives distributed/ posted regularly (furnished by TMD)	Information on transportation services is posted in the employee break room.
* N	Facilitate TMD staff presentations to employees and HR/Administrative staff on commute information/alternatives on periodic basis	We hold an annual benefits seminar in the fall. We would like TMD Staff to attend to display information and answer employee questions.
* N	Guaranteed Ride Home Promotion (free regional program offering emergency rides)	We promote the Guaranteed Ride Home program to our employees. We provide brochures to employees with their monthly transit benefit.
* N	Annual Commuter Survey distributed to employees (short survey of transportation– supplied by TMD)	[Please describe your approach to gaining 80 percent participation from your employees] We will distribute survey to our employees via e-mail from our company president. We will also send an e-mail reminder.
* N	ADA information provided (transportation services for people with disabilities)	We will provide disabled employees with information on the regional Metro Access program and Montgomery County's Same Day Access program.
* N	Permanent display area for TMD-provided bus schedules and other transportation information	We plan to install a transit map and brochure racks in our employee break room.
* N	Compile information on yearly TMP activities and submit Annual Report	We will maintain a file on the promotion and implementation of the strategies selected above and include in our Annual Report to DPWT.
N	Attendance at free CSS-sponsored meetings/ workshops permitted for designated contact person	Ms. Davis will be permitted to attend four such meetings per year.
E	Information on commuting alternatives provided to new employees (TMD can provide materials and/or attend orientations)	We inform new employees of our transit subsidy program and provide Metro pocket guide and Ride On route maps to assist them in transit planning.
	Free or reduced rate parking for car/vanpools offered to employees	

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	<u>Traffic Mitigation Strategy</u>	<u>Employer Description</u>
	Preferred location and/or reserved parking for car/vanpools offered to employees	
	Provision of car sharing space in highly visible location within on-site parking facility.	We provide two car sharing spaces within our surface parking area near the building entrance.
	Provision of car sharing incentives, including paying part or all of membership costs, rental costs, or similar incentives.	We provide paid car sharing membership for all our employees and provide reduced-cost rental fees through an arrangement with the provider. We encourage use of car sharing vehicles when use of transit is not feasible for business or personal appointments.
N	Bike amenities at worksite, such as racks, lockers, and showers (TMD may be able to supply)	We will arrange to have bike racks installed in our garage.
	Transit/pedestrian amenities at worksite, e.g. sidewalks, benches, etc.	
	Carpool matching for employees (as part of free region-wide matching program, or can be on-site only)	
N	Alternative work schedules: <input type="checkbox"/> Flex Time <input type="checkbox"/> Jobsharing <input type="checkbox"/> Compressed Work Week <input checked="" type="checkbox"/> Telecommute/Teleworking	We have an informal telework program that allows some employees to telework in special circumstances. We have a formal telework program that started on _____, 2004 and _____ employees currently participate in this program.
E	Tax-free monthly transit subsidies provided to employees, including Super Fare Share, Fare Share and Metrochek.	Our company participates in the County's subsidy program. We started our program on _____, 2004 and _____ of our employees are currently participating in this program. The amount of the subsidy is \$_____ including the County portion.
N	Maryland State Commuter Tax Credit for employers	TMD Staff explained that we qualify for the State's 50 percent tax credit on our contributions to employees' commuting costs. This is worth up to \$50/month per participant in tax credits. We will apply for the tax credit this tax year.
	Pre-tax payroll deduction for transit costs offered to employees (Saves employer & employee money)	
	Transit passes/tokens offered for purchase at worksite (at full or reduced price)	
	Subsidize employee parking and transit equally (if employee parking is currently subsidized, offer equal subsidy for transit costs)	
	Ozone Action Days participation (regional program to alert people to dangerous air quality days)	
	Other : Please Indicate	

**Please attach to cover letter
and submit to:**

Mr. Arthur Holmes, Jr., Director,
 Montgomery County DPWT
 c/o Commuter Services
 8401 Colesville Road, Suite 150,
 Silver Spring MD 20910
 301-565-5890 (fax)

